

## Demolition Procedure for Non-Emergency Demolition

<b>1</b>	City of Detroit Buildings, Safety Engineering & Environmental Department (BSEED) Dangerous Building process begins with a complaint being made about a structure. Complaint can be from any source including a resident or a City department such as Fire, Police or BSEED.
<b>2</b>	Inspector sent to property to perform an evaluation of the structure and to photograph its condition.
<b>3</b>	A Dangerous Building Report is completed and the structure is assigned a DNG case number for internal tracking.
<b>4</b>	Property tract performed to determine all owners and interested parties. Notification via certified mail send to BSEED Office Hearing.
<b>5</b>	<b>If the owner does not attend the BSEED Office Hearing or fails to correct the deficient conditions and secure the property, a hearing is scheduled before City Council to "order" the demolition.</b> Prior to the hearing, the inspector will perform another survey to confirm the condition of the structure as well as conduct a pre-demolition survey. Tract is verified again in case ownership or interested parties have changed. <b>At this point, Owner can attend and request a deferral.</b> If no attendance, repairs not completed and there are no public objections, property is ordered demolished by Council.
<b>6</b>	Financial evaluation is done to determine and/or confirm appropriate fund availability for the geographic location.
<b>7</b>	Assuming funds are available, BSEE will formally request the disconnection of all utilities such as water, gas and electric lines from the appropriate utilities. Additionally, BSEED will request a Section 106 clearance from Michigan State Housing Preservation Office (SHPO) as mandated by U.S. Housing and Urban Development (HUD) for payment eligibility.
<b>8</b>	SHPO clearance is the first step in the "Environmental Release" that must also be undertaken, confirming formally that the specific structure meets HUD guidelines for demolition reimbursement and is an acceptable use of the funds. If HUD determines the structure is not acceptable or the SHPO release cannot be processed, demolition activities halt pending either appeal.
<b>9</b>	Asbestos Survey is performed to determine abatement requirements per U.S. Environmental Protection Agency's (EPA) National Emission Standards for Hazardous Air Pollutants (NESHAP) regulations.
<b>10</b>	Electric, water and gas utility clearances from respective organizations are received, processed and logged into system.
<b>11</b>	Asbestos Survey per NESHAP regulations for abatement is received and reviewed.
<b>12</b>	Section 106/SHPO clearance is received and processed, then logged into system.
<b>13</b>	Funding is confirmed again.
<b>14</b>	Request for Proposals (RFP) is issued to a population of qualified city contractors for competitive bid. Then (10) day response time is provided for contractors to physically review properties on RFP and to review asbestos abatement requirements.
<b>15</b>	RFP sealed bid response is publicly opened and bids are evaluated by BSEED and City Purchasing Department.
<b>16</b>	Contractor is selected and awarded work. Contract created and executed.
<b>17</b>	Demolition permit is issued by BSEED.
<b>18</b>	Contractor must issue notification to State of Michigan Department of Environmental Quality (MDEQ) of intent to demolish structure. MDEQ requires a 10-day hold period after notification before demolition can proceed.
<b>19</b>	Contractor abates all asbestos per survey and third party air monitoring is performed to ensure compliance with NESHAP/MDEQ regulations.
<b>20</b>	Upon confirmation that regulatory requirements are completed correctly, contractor is cleared to begin active demolition.

<b>21</b>	Structure is collapsed onto itself and a "Knock Down" inspection is performed.
<b>22</b>	Wood, debris and the basement/footings are removed by the contractor and an "Open Hole" inspection is performed.
<b>23</b>	Clean soil is delivered and verified as acceptable prior to backfilling the site.
<b>24</b>	Contractor backfills the site upon approval of fill, compresses and grades the fill.
<b>25</b>	Contractor seeds site with specific "No Mow" grass seed to control erosion and eliminate future mowing requirements of the vacant lot.
<b>26</b>	A "Final Grade" inspection is performed.
<b>27</b>	Contractor submits an invoice and copies off all regulatory paperwork for job close-out.
<b>28</b>	Invoice reviewed and approved if correct. Regulatory documentation reviewed and invoice processed if all paperwork is complete and correct.
<b>29</b>	Permit is closed out.
<b>30</b>	Funds are reconciled to the specific grant/funding source.
<b>31</b>	Payment voucher is completed and grant funds processed both internal to city and external via HUD interface.
<b>32</b>	Contractor is paid.
<b>33</b>	Job folder is assembled and audited via checklist to ensure conformance with HUD content and record retention regulations.
<b>34</b>	Internal City systems are verified to contain all process data.
<b>35</b>	<i>Lis Pendens</i> is filed to attempt recovery of City-incurred demolition costs.
<b>36</b>	Demolition is complete.